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**From:** Hanchett, James (DPH)  
**Sent:** Monday, July 16, 2012 10:41 AM  
**To:** West, Katherine (POL)  
**Subject:** RE: visit to Amherst

Hi Katherine,

Thursday the 19<sup>th</sup> works fine. Sharon Salem and I will be handling all the orders, so we will be here. If you need directions let me know.

Thanks,

Jim

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**From:** West, Katherine (POL)  
**Sent:** Monday, July 16, 2012 10:16 AM  
**To:** Hanchett, James (DPH)  
**Cc:** Riddell, Sandra (POL)  
**Subject:** visit to Amherst

Hi Jim,

Welcome back from vacation! We got the AirGas order taken care of while you were gone, so that should be all set. Please let me know if there were any problems with the delivery.

Sandra and I would like to schedule a time to come out to Amherst and meet with you folks about purchasing and how everything will work under the State Police procedures. I have attached a copy of our Administrative manual for Purchasing and Services, so you can get an overview of our policies. But a lot of this stuff is better to go over in person. We'd also love a chance to see your facility to get a sense of your needs. Hopefully we can make this transition as easy and smooth as possible.

I know that you just got back, and you're time may be a little tight. We were thinking either this Thursday, the 19<sup>th</sup>, or maybe some day next week? You will also need to appoint a Unit Monitor, a person who will be responsible for putting your orders together. It might be a good idea for that person to attend as well?

Let me know what your time and availability look like.

Thanks!

-- katherine

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